

INVITATION FOR BIDS (IFB) NO. 15-0100
TO
FURNISH, DELIVER, AND INSTALL
CASH REGISTER / TICKET DISPENSING EQUIPMENT
FOR
COMMUTER AND FLEET SERVICES
UNIVERSITY OF HAWAII AT MANOA
HONOLULU, HAWAII

SEPTEMBER, 2014

BOARD OF REGENTS
UNIVERSITY OF HAWAII
HONOLULU, HAWAII

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IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID PACKAGE.

NOTICE TO BIDDERS

BID FORMS for IFB No. 15-0100, Furnish, Deliver, and Install Cash Register / Ticket Dispensing Equipment for Commuter and Fleet Services, University of Hawaii at Manoa, Honolulu, Hawaii, will be available from and received in the OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT, UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAII 96822, and must be submitted no later than **2:30 p.m., October 10, 2014**, and at that time will be publicly opened.

Bids received after the time and date fixed for opening will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request a copy of the IFB to be sent via U.S. Postal Service by providing the vendor's name, address, contact person and telephone number. If express shipment is desired, requests must be submitted in writing with an account number, BILLABLE TO THE RECEIVER, and an authorized signature. Requests may be transmitted via facsimile, (808) 956-2093. Direct all questions to Michele Sonoda, (808) 956-2122.

David Lassner
President, University of Hawaii

Posting Date: September 12, 2014

****Vendors downloading the IFB shall be responsible for notifying the Procurement Specialist Michele Sonoda (e-mail: mssonoda@hawaii.edu; fax: [808] 956-2093), so that the name, address, phone number, fax number, and e-mail address of the vendor can be listed on the University's register for the purpose of notification of any amendments to the IFB which are issued.***

NOTICE TO BIDDERS

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

Vendors: Please complete the following information below. If you answer "No" to question No. 1, complete the certification portion and submit together with your bid document or quote.

(Terms used are taken from the Small Business Administration Rules and Regulations and the Federal Acquisition Regulation [FAR].) (Reference Section A on the reverse side of this form for Category Descriptions.)

This is to certify that the company identified below:

1. _____ IS a **small business** as defined in the Small Business Administration regulations.
(see reverse for size standards).

_____ IS **NOT** a small business as defined in the regulations.
(If you checked here, STOP, GO TO CERTIFICATION BELOW.)
2. _____ IS a **small disadvantaged business concern** and is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-NET).
3. _____ IS a **women-owned small business concern** of which at least 51% is owned, controlled, and managed by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women.
4. _____ IS a **HUBZone small business concern** that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.
5. _____ IS a **veteran-owned small business concern** of which not less than 51 percent is owned, controlled and managed by one or more veterans; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans.
6. _____ IS a **service-disabled veteran-owned small business concern** of which not less than 51 percent is owned, controlled and managed by one or more service-disabled veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans as defined in 38 U.S.C. 101 (16).

CERTIFICATION:

I hereby certify the information supplied herein to be true and correct.

Company Name: _____

Signature of Company Officer

Type of Goods/Services: _____

*NAICS Code: _____

Company Address: _____

Print Name: _____

Title: _____

Date: _____

Any misrepresentation shall be subject to the provisions stated in item B on the reverse side.

* North American Industry Classification System (NAICS)

- A. "SMALL BUSINESS" SIZE STANDARDS FOR FEDERAL SUB-CONTRACTORS. Small business size is determined by the primary NAICS Code. See Title 13 CFR, Part 121 to determine your NAICS Code and the threshold for determining small business (revised as of January 1, 2004).

A "small business" is a concern including its affiliates, which is independently owned and operated. It is not dominant in the field of operations in which it is selling goods and services to a federal contractor. It meets the following size criteria for its particular industry:

1. CONSTRUCTION TRADES - "Small" if average annual receipts for preceding 3 years do not exceed \$12 million.
2. CONSTRUCTION, GENERAL CONTRACTORS - "Small" if average annual receipts for preceding 3 years do not exceed \$28.5 million.
3. MANUFACTURING - "Small" if 500 employees or less, except for some specific products which will increase the complement of employees to 750 and 1,000, respectively.
4. TRANSPORTATION - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:

\$21.5 million – general freight trucking, local.
\$3 million – travel agencies.
5. WHOLESALE TRADE, DURABLE AND NON-DURABLE GOODS - "Small" if 100 employees or less.
6. RETAIL TRADE - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific products:

\$6 million - lumber and building materials, paints, hardware.
7. SERVICES - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:
 - a. \$21 million – computer systems design services, custom computer programming services.
 - b. \$10.5 million - refuse collection, protective guard services.
 - c.. \$14 million - janitorial services.
 - d. \$21.5 million - passenger car rental
 - e. \$21 million – office Machinery and equipment rental & leasing
 - f . \$6 million - general automobile repair, refrigeration & air conditioning.
8. ALL OTHER TYPES OF BUSINESS - "Small" if 500 employees or less.

Where firm sizes are determined by annual receipts, and the concern is less than 3 complete fiscal years old, its total receipts means for the period it has been in business, divided by the number of weeks, including fractions of a week, and multiplied by 52.

- B. Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, small disadvantaged or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall:
1. Be punished by imposition of fine, imprisonment, or both;
 2. Be subject to administrative remedies including suspension and debarment; and
 3. Be ineligible for participation in a program conducted under the authority of the Act.

BID FORM
TO
FURNISH, DELIVER, AND INSTALL
CASH REGISTER / TICKET DISPENSING EQUIPMENT
FOR COMMUTER AND FLEET SERVICES

Office of Procurement and
Real Property Management
University of Hawaii
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

To Whom It May Concern:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 15-0100, TO FURNISH, DELIVER, AND INSTALL CASH REGISTER / TICKET DISPENSING EQUIPMENT FOR COMMUTER AND FLEET SERVICES, UNIVERSITY OF HAWAII AT MANOA, HONOLULU, HAWAII, and offers to furnish, deliver, and install the cash register / ticket dispensing equipment to 1951 East West Road, Honolulu, Hawaii 96822, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB) and shall complete delivery within NINETY (90) consecutive calendar days from the date designated in the Notice to Proceed, as follows:

BASIC BID

Furnish, deliver, and install cash register / ticket dispensing equipment, as per Technical Specifications, for the sum of:

_____ DOLLARS (\$_____),

f.o.b. destination, including all shipping, delivery, installation and applicable taxes.

Manufacturer and Model No. Offered _____

TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **BASIC BID**.

SUBSTITUTIONS TO BE APPROVED IN ADVANCE FOR ALL ITEMS

The manufacturer and model number identified in the BID FORM and TECHNICAL SPECIFICATIONS are used as a measure of quality, style, appearance, and performance.

Any brand or manufacture of equal or better quality and performance than that specified will be considered for acceptance by the University upon submission of a written request for approval of the proposed substitution with manufacturer's literature or brochures containing technical data on the proposed items being offered.

Any requests for substitution shall be made at least **FOURTEEN (14)** calendar days prior to bid opening to allow evaluation by the University, no later than **4:30 p.m., September 26, 2014**.

The written request shall be submitted in the attached sample format, "Request for Substitution" (Attachment B). The statement of variances must list all features of the proposed substitution which differ from the specification and/or product specified and must further certify that the substitute has no other variant features.

Bidders shall send requests to Michele Sonoda, Procurement Specialist, Office of Procurement and Real Property Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822. The package or envelope containing the request for substitution shall be marked:

Request for Substitution for:

IFB NO. 15-0100, Furnish, Deliver, and Install Cash Register / Ticket Dispensing Equipment for Commuter and Fleet Services, University of Hawaii at Manoa, Honolulu, Hawaii

Deadline: 4:30 p.m., Hawaii Standard Time, **October 10, 2014**.

The University may at its discretion reject or deny any substitution that it deems unequal, and the findings in this regard shall be accepted by the bidders as final and binding.

A bid which includes a substitution shall be considered only if the substitution has been approved in advance by the University.

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on the next page, please indicate remittance address below:

Street Address or P. O. Box

City State Zip Code

(IF BY INDIVIDUAL)

SOCIAL SECURITY NUMBER

FEDERAL TAXPAYER
IDENTIFICATION NUMBER

NAME (Signature)

TYPED NAME

D.B.A.

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

(IF BY PARTNERSHIP)

FEDERAL TAXPAYER
IDENTIFICATION NUMBER

OFFICIAL/LEGAL NAME OF FIRM

NAME (Signature)

TYPED NAME

PARTNER

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

(IF BY CORPORATION)

FEDERAL TAXPAYER
IDENTIFICATION NUMBER

OFFICIAL/LEGAL NAME OF COMPANY

*OFFICER (Signature)

TYPED NAME

TITLE

ADDRESS OF COMPANY

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

(SEAL)

IF LICENSED OR INCORPORATED TO DO BUSINESS WITHIN THE STATE OF HAWAII AND
SUBJECT TO THE PROVISIONS OF THE HAWAII GENERAL EXCISE TAX LAWS, INDICATE
GENERAL EXCISE TAX LICENSE NUMBER _____.

*Please attach to this page evidence of the authority of this officer to submit a bid on behalf of the
corporation, giving also, the address and names and addresses of the **other officers**.

NOTE: FILL IN ALL BLANK SPACES WITH INFORMATION ASKED FOR OR BID MAY BE INVALIDATED.

TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the cash register / ticketing dispensing equipment required. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

Furnish, deliver, and install cash register / ticketing dispensing equipment with the following specifications:

Equipment

1. One comprehensive Gate Cash register point-of-sale solution that includes NINE (9) registers with ticket dispensers (EIGHT [8] operational + ONE [1] spare)
2. EIGHT (8) machines to be installed at University of Hawaii at Manoa parking kiosks. Map attached to indicate location sites (Attachment A-1 and Attachment A-2.)
 - 1 at East West gate
 - 1 at Bachman gate
 - 1 at Maile Way gate
 - 3 at Lower Campus gate
 - 1 at Zone 22 gate
 - 1 at Waiialae gate
3. Register shall be Pioneer Stealth touch POS Cash Terminal brand or better.
Substitutions to be approved in advance.

Transactions

1. Transactions shall be online and real-time, capable of remote site management by the vendor and client monitoring capabilities.
2. Payment Card Industry Data Security Standard (PCI DSS) compliant.
3. "Pay and Display" system and receipt shall remain legible when displayed on dashboard (i.e., no curling, melting, etc.) for a minimum of 24 hours.
4. System programmed to tender cash, but also capable of accepting Blackboard one cards, credit cards, debit cards, and smart cards.
5. Cashier operated ticket dispensing cash register with refund capabilities.
6. Capability to dispense tickets from a secured tamper proof section of the cash register mechanism.
7. System shall include two cash drawers for each register and have the ability to maintain multiple cash drawer operations (i.e., running backup drawer during breaks).
8. Online revenue control system with the most advanced automatic ticket reading technology available.
 - Tickets/receipts/pay display (Tickets) shall be coded with unique code identifiers.
 - All coded ticket information are recorded and stored in the system (i.e., ticket number, lane location, date, and time).

9. Perform stand-alone cash operation for issuing Tickets and processing refunds in the event of loss of data connection or communication to the system management server.

Reports

1. Simple pre-programmed reports while also capable of creating custom reports.
2. Standardized format of the register shift report. **Reference Attachments C-1 and C-2.**
3. Validation and chargeback accounts customized to fit University specifications:
 - Cashiering options to disallow:
 - under rings
 - manual forces
 - manual transactions / coded tickets
 - Option for "blind" shift reports that do not show register total at cashier signoff.
 - Cashier signoff report.
4. Twenty-four hour revenue summary report. Same format?
5. Allow multiple user access to reports at various levels of security clearances.

Support

1. Provide access on various security levels.
 - Administrative
 - Read only
 - Transaction only
2. Hosted by the vendor and provide administrative control to specified users.
3. Offline backups of system.
4. Server and system settings set to Hawai'i Standard time.
5. Battery powered backup system for a minimum of EIGHT (8) hours.
6. Ability to customize fees.
7. Software updates to maintain functionality for a minimum of SEVEN (7) years.

Expansion

1. Ability to add equipment to the system.
2. Ability to add features such as additional credit card transactions (i.e., Blackboard OneCard).
3. Ability to integrate additional entrance/exit equipment such as: Barrier Gates, Ticket Dispensers, Exit Verifiers, Ticket Validators, Central Pay Stations, and other components including Occupancy and Way-Finding Systems.

Warranty / Technical Support

1. Warranty shall cover hardware for a minimum of ONE (1) year.
2. Online technical support shall be available 24 hours a day, 7 days a week. Response time shall not exceed 24 hours.

Installation / Training

1. Vendor to install all registers.
2. All locations shall have electricity, internet, and phone access.
3. Training of staff. Dates, times, and number of staff to be trained to be determined upon issuance of award.

All questions pertaining to the Technical Specifications shall be directed to Cathleen Matsushima, telephone (808) 956-9290.

Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing in accordance with the General Provisions to the Office of Procurement and Real Property Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.

SPECIAL PROVISIONS

1. SCOPE

The furnishing, delivery, and installation of cash register / ticket dispensing equipment shall be in accordance with the terms and conditions of IFB No. 15-0100 and the General Provisions dated September 2013 included by reference. Copies of the General Provisions are available at the Office of Procurement and Real Property Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at:
<http://www.fmo.hawaii.edu/procure/doc/GP0913.pdf>

2. AUTHORITY

IFB No. 15-0100 is issued under the provisions of the Hawaii Revised Statutes, Chapters 103 and 103D. All prospective bidders are charged with presumptive knowledge of all requirements of the cited legal authorities. Submission of a valid executed bid by any prospective bidder shall constitute an affirmation of such knowledge on the part of such prospective bidder.

3. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The Technical Representative of the Procurement Officer is Cathleen Matsushima, telephone (808) 956-9290.

4. CONDITIONS AT SITE

Each bidder shall visit the site and examine the conditions of same and be aware or satisfied as to the character and amount of work to be performed as called for by the specifications. No additional allowance will be granted because of lack of knowledge of such conditions. Bidders shall arrange for an appointment by calling the Technical Representative, Cathleen Matsushima, telephone (808) 956-9290 on any normal working day, Monday through Friday, after 9:00 a.m., but not later than 4:00 p.m.

5. SUBMITTAL OF TECHNICAL DATA

With their bids, bidders shall submit, in duplicate, manufacturer's literature or brochures with technical data and illustrations of the cash register / ticket dispensing equipment being offered. Bidders offering item(s) as specified are not required to submit literature, brochures, etc.

6. DELIVERY

Prior to delivery, the Contractor shall contact the Technical Representative to coordinate delivery of the cash register / ticketing dispensing equipment. Items shall not be delivered without prior approval.

7. INSTALLATION

- a. Material shall be stored in areas as designated by the University. Noise and other disrupting activities normally resulting from operations are detrimental to the conduct of normal activities in adjacent locations surrounding the project area. Accordingly, the Contractor shall exercise every precaution to keep noise resulting from their operations to a minimum. Internal combustion engines and compressors shall be equipped with mufflers to reduce noise to a minimum.
- b. The Contractor shall follow the guidelines of installation technique as described in the manufacturer's specifications.
- c. The Contractor shall be expected to adhere to the guidelines and maintain the level of craftsmanship and quality intended as an acceptable installation of its products when combined in application as a total system.
- d. The Contractor shall work with the University in developing an installation plan that may be installed incrementally or on a single date based on construction schedule.
- e. Any items that are shipped unassembled are the sole responsibility of the Contractor to assemble.
- f. The built environment will vary from the drawings and specifications and construction documents. Therefore, verification is imperative.
 - 1) Verify all built dimensions, electrical and data telecommunication locations and any other conditions that may manifest itself as the built environment may vary from the construction documents, plans and specifications.
 - 2) The Contractor shall be responsible for the proper fit in the proposed spaces and will provide both the functional and spatial proximities as designed and depicted in the drawings and furnishings specifications.
 - 3) It is the Contractor's responsibility to report any modification that may be required as a result of the variation to the dimensions to the built environment to the University or their designated representative.

8. PARKING

The Contractor may use parking stalls designated by the University for delivery of items for this project. Designated loading zones shall include stalls at the parking lots east and north of the building. A maximum of TWO (2) forty foot long shipping containers may be accommodated at the east parking lot, and TWO (2) forty foot long shipping containers may be accommodated at the north parking lot (for a total of four containers) at any one time.

9. DAMAGED/DEFECTIVE EQUIPMENT

The University of Hawai'i reserves the right to reject damaged or defective equipment, which shall be promptly and satisfactorily replaced by the Contractor at no additional cost of the University.

10. CONTRACTOR'S OPERATIONS

- a. The Contractor will be responsible for coordinating the necessary requirements to allow for the activity of loading and unloading in the various work areas. The Contractor shall keep all areas clean, neat and dry.
- b. The Contractor shall employ, insofar as possible, such methods and means of carrying out his work as not to cause any interruptions or interference to the normal operations of the campus.
- c. The Contractor is responsible for coordinating building, elevator, and loading dock access with the University at the installation location.
- d. Where the Contractor's operations result in interruptions which would hamper the operations of the campus, the Contractor shall rearrange his schedule of work accordingly.
- e. The Contractor shall maintain safe passageway for the building occupants and public at all times.

11. CLEAN-UP REQUIREMENTS

- a. The Contractor shall execute cleaning to keep work, the site and adjacent properties or areas free from accumulation of waste materials, rubbish and windblown debris.
- b. Contractor shall provide and be responsible for on-site containers for the collection of waste materials, debris and rubbish. Coordinate location of containers with the University.

- c. All unusable debris and waste materials shall be hauled away by Contractor to an appropriate off-site dump area. Follow all current applicable laws. Frequency of clean-up shall coincide with rubbish producing events or as requested by the University.
- d. Burning of trash is expressly forbidden.

12. PROTECTION OF WORK AREAS

- a. The Contractor shall take appropriate measures to avoid scratching and otherwise damaging floor, wall and ceiling surfaces, wall corners, doors, door frames, etc.
- b. After the cash register / ticket dispensing equipment is installed, the Contractor shall repair, replace or pay the expense for repair of damages resulting from Contractor's fault or negligence in protecting the existing property. All walls, floors, ceilings, etc., will be repaired in a thorough manner, including painting and finishing necessary to leave the area in perfect condition. Such repair work shall meet the satisfaction of the University.

13. USE OF POWER DRIVEN EQUIPMENT

The Contractor is cautioned to take all necessary safety precautions to protect the building occupants and the public whenever power driven equipment is used.

14. SAFETY

- a. The Hawai'i Occupational Safety and Health Law, Chapter 396, HRS, effective May 16, 1972, as amended is applicable and made a part of the contract.
- b. The Contractor shall carefully read and strictly comply with its requirements.
- c. It is the Contractor responsibility to provide safety signs, barricades and other safety devices during the performance of services. The devices shall be set up in a manner to restrict access to the area or to caution others of hazardous conditions.

15. MANUALS AND INSTRUCTIONS

The Contractor shall provide the University with operating and maintenance manuals of the cash register / ticketing dispensing equipment furnished under this contract.

16. MAINTENANCE

Maintenance and spare parts shall be available within 72 hours via shipping best way. All maintenance services must be prompt and effective and shall be performed by qualified servicemen.

17. WARRANTY

The equipment furnished shall be new and as specified. The Contractor shall warrant that all workmanship and materials of equipment furnished under this contract shall be guaranteed for a period of ONE (1) year from the date of acceptance. The Contractor shall replace and/or repair any defective workmanship and/or materials at no cost to the University during the period of warranty, provided such defects are not due to abuse or negligence on the part of the University.

18. PAYMENT

The Contractor shall be remunerated upon satisfactory completion/delivery and submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to University of Hawai'i at Manoa, Commuter and Fleet Services, 1951 East West Road, Honolulu, Hawaii 96822.

19. INSURANCE

- a. Contractor shall maintain General Liability insurance acceptable to the University of Hawaii in full force and effect throughout the term of this contract. The policy or policies of General Liability insurance maintained by the Contractor shall provide Combined Single Limit Coverage (bodily injury and property damage) in the amount of \$1,000,000 per occurrence and \$2,000,000 per project aggregate.
- b. Insurance shall be in force the first day of the term of this contract.
- c. Each insurance policy required by this contract shall contain the following three clauses:
 - 1) "This insurance shall not be cancelled, limited in scope of coverage or non-renewed until after THIRTY (30) days' written notice has been given to the University of Hawaii, Director of Office of Procurement and Real Property Management."
 - 2) "It is agreed that any insurance maintained by the University of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."
 - 3) "The University of Hawaii is added as an additional insured with respect to operations performed for the University of Hawaii."
- d. Worker's Compensation Insurance - Contractor shall obtain worker's compensation insurance for all persons whom they employ in carrying out the work under this contract. This insurance shall be in strict conformity with the requirements of the most current and applicable State of Hawaii Worker's Compensation Insurance laws in effect on the date of the execution of this contract and as modified during the duration of the contract.

- e. Auto Liability Insurance - Contractor shall obtain Auto Liability Insurance covering all owned, non-owned and hired autos with coverage of not less than \$1,000,000 per occurrence for Bodily Injury (per person); not less than \$1,000,000 per occurrence for Bodily Injury (per accident); and not less than \$1,000,000 per occurrence for Property Damage. The required limits of insurance may be provided by a single policy or with a combination of primary and excess policies.
- f. All insurance described herein shall be primary and cover the insured for all work to be performed under the contract, all work performed incidental thereto or directly or indirectly connected therewith, including traffic detour work or other work performed outside the work area and all change order work.
- g. Contractor agrees to deposit with the University of Hawaii, on or before the effective date of this contract, certificates of insurance necessary to satisfy the University that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates therefore on deposit with the University during the entire term of this contract.
- h. The University of Hawaii shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of the University, the insurance provisions in this contract do not provide adequate protection for the University, the University may require the Contractor to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. The University's requirements shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks which exist at the time a change in insurance is required.
- i. The University of Hawaii shall notify the Contractor in writing of changes in the insurance requirements; and if the Contractor does not deposit copies of acceptable insurance policies with the University incorporating such changes within SIXTY (60) days of receipt of such notice, this contract shall be in default without further notice to the Contractor and the University shall be entitled to all legal remedies.
- j. The procuring of such required policy or policies of insurance shall not be construed to limit the Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, the Contractor shall be obligated for the full and total amount of any damage, injury, or loss arising from its acts or omissions with respect to this contract.

20. NOTICE TO CONTRACTORS

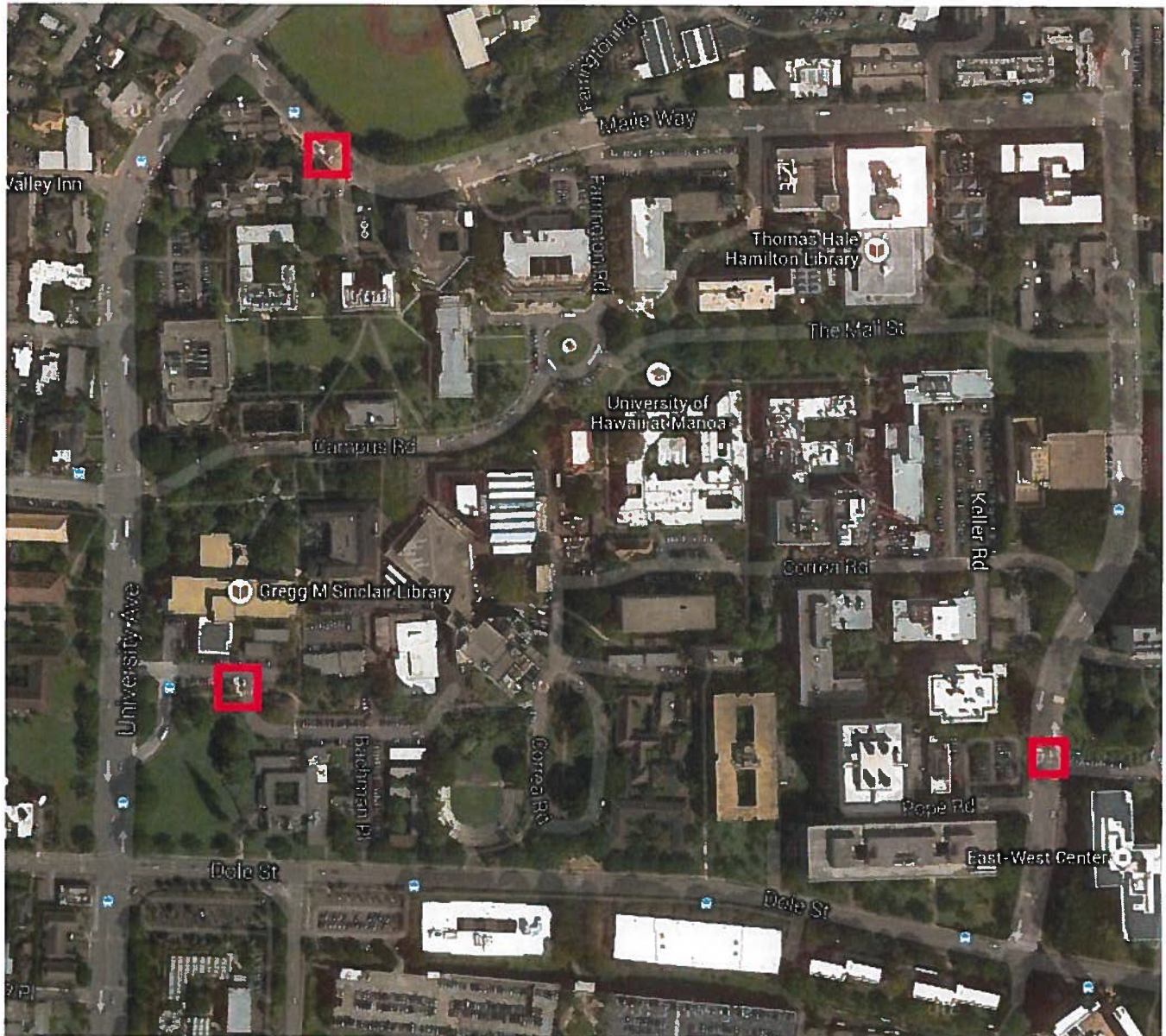
**PERIODIC INCREASES OF MINIMUM WAGES FOR PUBLIC WORKS
CONSTRUCTION CONTRACTS**

Section 104-2, Hawaii Revised Statutes, provides that laborers and mechanics employed on State construction contracts exceeding \$2,000 shall be entitled to any increases in prevailing wage rates as determined by the Director of the Department of Labor and Industrial Relations (DLIR), and as published in the wage rate bulletins, regardless of the prevailing wage rates in effect at the time of contracting. It is the responsibility of the Contractor to keep current of all changes to the prevailing wage rates. Pursuant to Section 12-22-6 (1), Hawaii Administrative Rules, the Apprentice Schedule is applicable only to apprentices who are parties to apprenticeship agreements registered with or recognized by the DLIR.

Wage rate bulletins are issued periodically by the Research and Statistics Office, Department of Labor and Industrial Relations and may be found at <http://hawaii.gov/labor/rs/WRS/WRS.htm>

THE UNIVERSITY WILL NOT CONSIDER CHANGES TO THE WAGE RATE BULLETIN AS A BASIS FOR AN INCREASE IN CONTRACT PRICE. CONTRACTORS ARE ALSO CAUTIONED THAT FAILURE TO COMPLY WITH THE REQUIREMENTS OF SECTION 104-2, HAWAII REVISED STATUTES, MAY BE PUNISHABLE BY A FINE OF \$1,000 PER OFFENSE BEING ASSESSED AGAINST A CONTRACTOR FOR A FIRST VIOLATION.

UPPER CAMPUS KIOSKS



SAMPLE

Date: _____

Office of Procurement and
Real Property Management
University of Hawai'i
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

To Whom It May Concern:

Subject: REQUEST FOR SUBSTITUTION

Project Title: _____

In accordance with the "SUBSTITUTIONS TO BE APPROVED IN ADVANCE" clause of the BID section, I hereby submit for substitution TWO (2) set(s) of technical brochures and statement of variances for your review and approval for the item(s) shown below:

<u>ITEM</u>	<u>SPECIFIED BRAND</u>	<u>SUBSTITUTE OR ALTERNATE BRAND</u>	<u>VARIANT FEATURE</u>
-------------	----------------------------	--	----------------------------

I further certify that my request for substitution of the above item(s) has no other variant features.

Signature

Title

NOTE:

- 1. PLEASE USE OWN LETTERHEAD.**
- 2. IF NO VARIANT FEATURE, INDICATE "NONE".**

UNIVERSITY OF HAWAII
CASHIER SHIFT REPORT

DATE: _____ CASHIER: _____ BANK: _____

SHIFT: _____ GATE: _____

NOTE: To obtain total tickets sold, take the stop ticket number and subtract the start ticket number, then add 1.

	TICKETS ISSUED		TOTAL ISSUED	TICKETS SOLD		TOTAL SOLD
COLOR	FIRST TICKET	LAST TICKET		START NUMBER	STOP NUMBER	
				PAY STATION PULL		
TOTAL COUNT OF TICKETS ISSUED				TOTAL COUNT OF TICKETS SOLD		

NOTE: Be sure to subtract start and stop tickets, void tickets, and stick count tickets from the total count of tickets sold to obtain total revenue tickets sold.

TRANSACTIONS (SOLD TICKETS)				REFUNDS		
COLOR	RATE	# OF TICKETS	REVENUE TOTAL		# OF TICKETS	REFUND TOTAL
	Short Term			Refund - \$5.00		
	\$5.00 Flat Rate			Refund - \$6.00		
	\$6.00 Night/WE					
	\$6.00 Sp Event			TOTAL		(b)
	\$5.00 ADA/CON			SCRIPTS		
	Pay Station				# OF TICKETS	SCRIPTS TOTAL
	Stick Count			Scripts - \$1.00		
	Start/Stop			Scripts - \$0.50		
	Void			Scripts - \$0.25		
TOTAL			(a)	TOTAL		(c)

REVENUE RECAP		CASH DROP RECONCILIATION		
Cash from Tickets Sold	(a)	TIME	SUP SIGNATURE	DROP AMOUNT
Subtract Refunds	-(b)			
Subtract Scripts	-(c)			
SUBTOTAL				
Over/(Short)				
TOTAL COLLECTIONS		DROP TOTALS		

TICKETS RETURNED			
COLOR TICKETS RETURNED:	START NUMBER	STOP NUMBER	# OF TICKETS

Cashier Signature: _____

Supervisor Signature: _____

DAILY INDIVIDUAL RECAPITULATION

ATTENDANT'S NAME 1) _____ DATE _____ GATE _____
 2) _____ DATE _____ GATE _____
 3) _____ DATE _____ GATE _____

STARTING CASH STARTING TIME ENDING TIME TOTAL HOURS
 1) _____ 1) _____ 1) _____ 1) _____
 2) _____ 2) _____ 2) _____ 2) _____
 3) _____ 3) _____ 3) _____ 3) _____

BLUE TICKETS		WHITE TICKETS		WHITE TICKETS	
TICKET START	TICKET END	TICKET START	TICKET END	TICKET START	TICKET END
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TICKETS SOLD		RATE A	AMOUNT	SUMMARY:	
Blue Tickets Before 4p		\$ 5.00	\$ -	TOTAL CASH	
				TURNED IN	
				LESS STARTING	
Blue Tickets After 4p/Sat		\$ 6.00	\$ -	CASH	
				TOTAL CASH	
\$5.00 Refund		\$ 5.00	\$ -	TICKETS SOLD	
				TOTAL	\$ -
\$6.00 Refund		\$ 6.00	\$ -	LESS REFUNDS	\$ -
				LESS SCRIPTS	\$ -
Stick Count					
				TOTAL	
				COLLECTIONS	\$ -
SCRIPTS		\$ 1.00	\$ -		
		\$ 0.50	\$ -	OVER/SHORT	
		\$ 0.25	\$ -		
		TOTAL	\$ -		

BLUE TICKETS RETURNED	BLUE TICKETS RETURNED	WHITE TICKETS RETURNED